
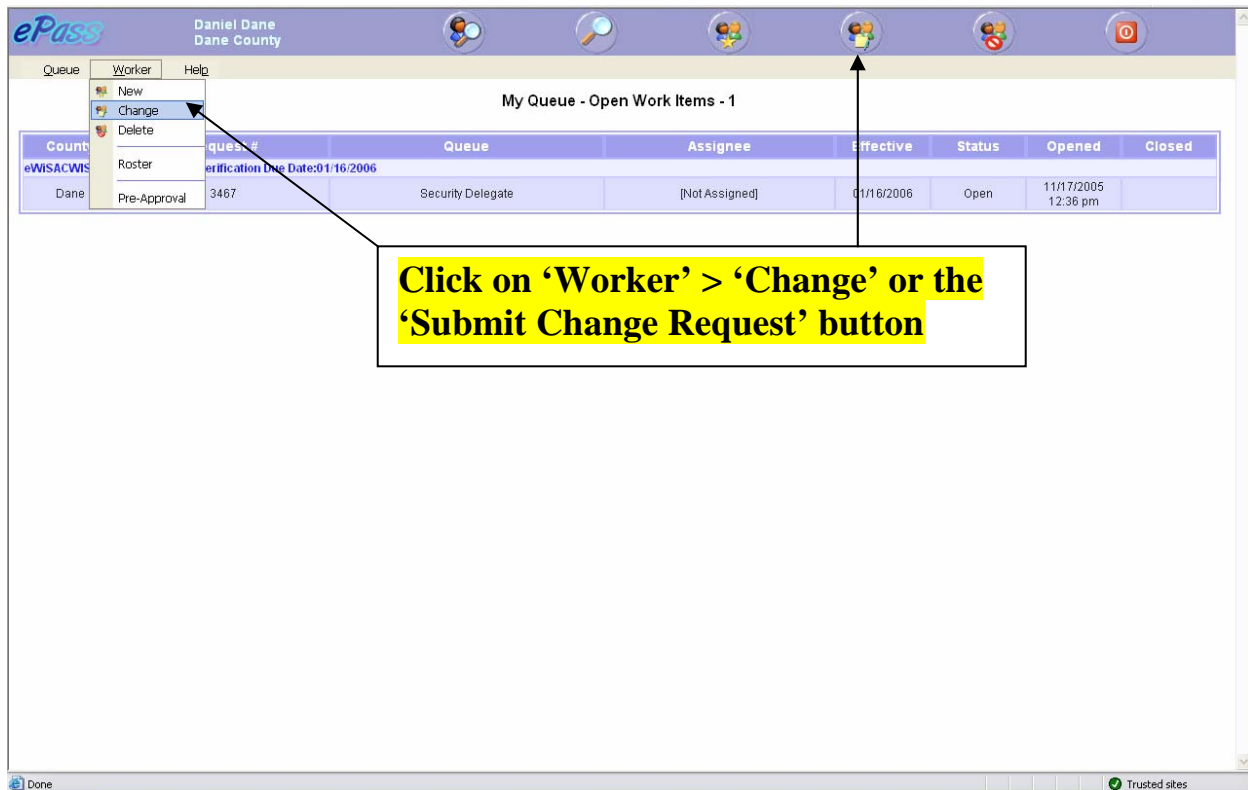


ePASS Quick Reference Guide for County Security Delegates

Changing an Existing Worker's Security

- Sometimes an existing worker needs their security changed. They may need new access in addition to their current access or they may have changed positions in the agency resulting in completely different access. The following is a step-by-step guide on how to change a current user's security.


1. Click on 'Worker' > 'Change' or click the  button







The screenshot shows the ePASS application interface. At the top, there is a navigation bar with the ePASS logo and the text 'Daniel Dane Dane County'. Below this, there are several icons. A dropdown menu is open under the 'Worker' icon, showing options: 'New', 'Change', and 'Delete'. The 'Change' option is highlighted. Below the menu, there is a table titled 'My Queue - Open Work Items - 1'. The table has columns: 'Queue', 'Assignee', 'Effective', 'Status', 'Opened', and 'Closed'. The first row of the table shows a 'Security Delegate' queue, assigned to '[Not Assigned]', with an effective date of '01/16/2006', status 'Open', and opened on '11/17/2005 12:36 pm'. A yellow callout box with black text points to the 'Change' option in the menu and the 'Worker' icon, stating: 'Click on 'Worker' > 'Change' or the 'Submit Change Request' button'.

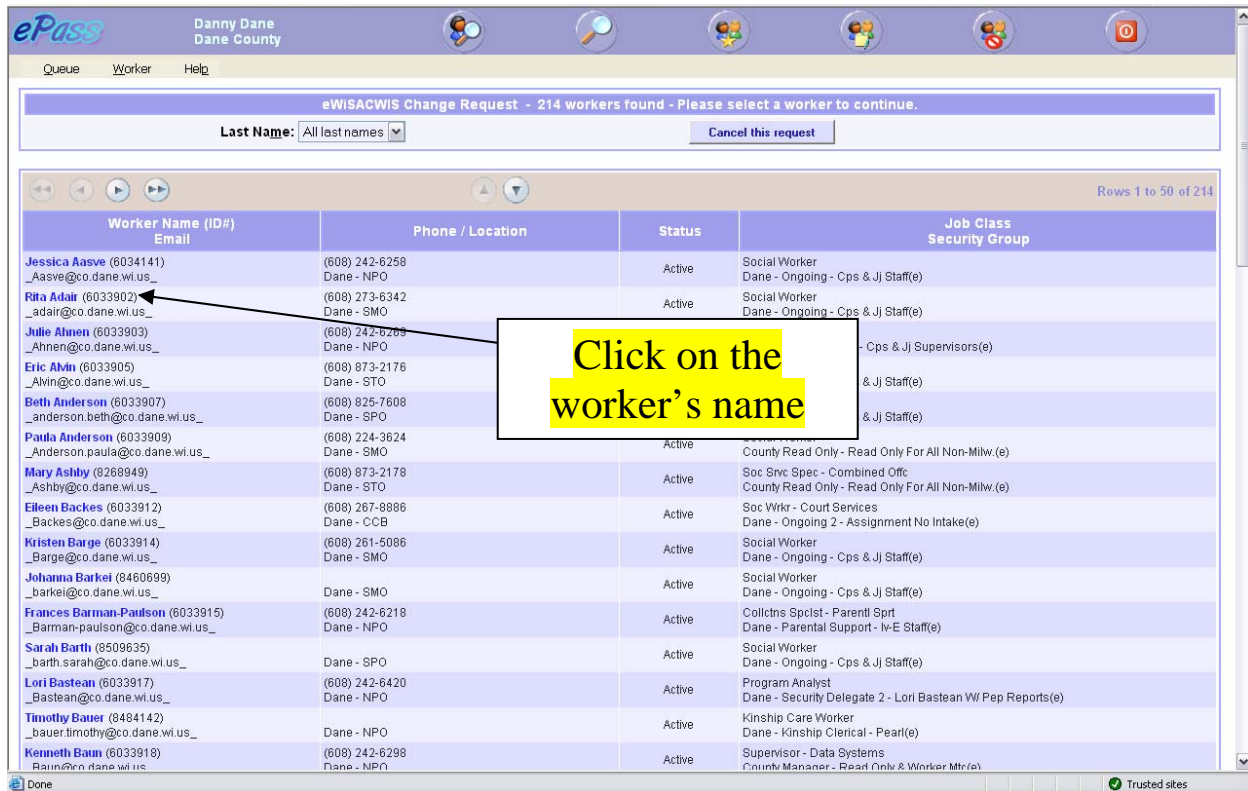
Queue	Assignee	Effective	Status	Opened	Closed
Security Delegate	[Not Assigned]	01/16/2006	Open	11/17/2005 12:36 pm	

2. Select the worker needing the change by clicking on their name. To help filter the list, you can select the first letter of the worker's last name in the 'Last Name' drop down.

To cancel the request, click on the  button.

Use the single arrow buttons:   to navigate to the next 50 records or previous 50 records.

Use the double arrow buttons:   to navigate to the beginning or end of all the records.



The screenshot shows the ePass interface for Danny Dane, Dane County. At the top, there's a navigation bar with 'Queue', 'Worker', and 'Help' links. Below this is a header for 'eWISACWIS Change Request - 214 workers found - Please select a worker to continue.' with a 'Last Name' dropdown menu set to 'All last names' and a 'Cancel this request' button. The main area displays a table of workers with columns: Worker Name (ID#), Email, Phone / Location, Status, and Job Class Security Group. A yellow callout box with the text 'Click on the worker's name' points to the name 'Rita Adair' in the first column of the table. The table lists 20 workers, including Jessica Aasve, Rita Adair, Julie Ahnen, Eric Ahlin, Beth Anderson, Paula Anderson, Mary Ashby, Eileen Backes, Kristen Barge, Johanna Barkei, Frances Barman-Paulson, Sarah Barth, Lori Bastean, Timothy Bauer, and Kenneth Baum. The status for most workers is 'Active'. The job class security groups vary, including Social Worker, Social Worker - Ongoing - Cps & Jj Staff(e), Cps & Jj Supervisors(e), & Jj Staff(e), County Read Only - Read Only For All Non-Milw.(e), Soc Svc Spec - Combined Offc, Soc Wrkr - Court Services, Social Worker - Ongoing - Cps & Jj Staff(e), Social Worker - Ongoing - Cps & Jj Staff(e), Collctns Spclst - Parentl Sppt, Parental Support - In-E Staff(e), Program Analyst, Kinship Care Worker, Kinship Clerical - Pearl(e), Supervisor - Data Systems, and County Manager - Read Only & Worker Mtr(e).

Worker Name (ID#)	Email	Phone / Location	Status	Job Class Security Group
Jessica Aasve (6034141)	_Aasve@co.dane.wi.us_	(608) 242-6258 Dane - NPO	Active	Social Worker Dane - Ongoing - Cps & Jj Staff(e)
Rita Adair (6033902)	_adair@co.dane.wi.us_	(608) 273-6342 Dane - SMO	Active	Social Worker Dane - Ongoing - Cps & Jj Staff(e)
Julie Ahnen (6033903)	_Ahnen@co.dane.wi.us_	(608) 242-6269 Dane - NPO		- Cps & Jj Supervisors(e)
Eric Ahlin (6033905)	_Ahlin@co.dane.wi.us_	(608) 873-2176 Dane - STO		& Jj Staff(e)
Beth Anderson (6033907)	_anderson.beth@co.dane.wi.us_	(608) 825-7608 Dane - SPO		& Jj Staff(e)
Paula Anderson (6033909)	_Anderson.paula@co.dane.wi.us_	(608) 224-3624 Dane - SMO	Active	County Read Only - Read Only For All Non-Milw.(e)
Mary Ashby (6268949)	_Ashby@co.dane.wi.us_	(608) 873-2178 Dane - STO	Active	Soc Svc Spec - Combined Offc County Read Only - Read Only For All Non-Milw.(e)
Eileen Backes (6033912)	_Backes@co.dane.wi.us_	(608) 267-8886 Dane - CCB	Active	Soc Wrkr - Court Services Dane - Ongoing 2 - Assignment No Intake(e)
Kristen Barge (6033914)	_Barge@co.dane.wi.us_	(608) 261-5086 Dane - SMO	Active	Social Worker Dane - Ongoing - Cps & Jj Staff(e)
Johanna Barkei (8460699)	_barkei@co.dane.wi.us_	Dane - SMO	Active	Social Worker Dane - Ongoing - Cps & Jj Staff(e)
Frances Barman-Paulson (6033915)	_Barman-paulson@co.dane.wi.us_	(608) 242-6218 Dane - NPO	Active	Collctns Spclst - Parentl Sppt Dane - Parental Support - In-E Staff(e)
Sarah Barth (8509635)	_barth.sarah@co.dane.wi.us_	Dane - SPO	Active	Social Worker Dane - Ongoing - Cps & Jj Staff(e)
Lori Bastean (6033917)	_Bastean@co.dane.wi.us_	(608) 242-6420 Dane - NPO	Active	Program Analyst Dane - Security Delegate 2 - Lori Bastean Wf Pep Reports(e)
Timothy Bauer (8484142)	_bauer.timothy@co.dane.wi.us_	Dane - NPO	Active	Kinship Care Worker Dane - Kinship Clerical - Pearl(e)
Kenneth Baum (6033918)	_Baum@co.dane.wi.us_	(608) 242-6298 Dane - NPO	Active	Supervisor - Data Systems County Manager - Read Only & Worker Mtr(e)

4. Determine the worker's new security requirements. First, enter an effective date. Under the 'Access Required' section, if you select 'eWReports Access Only' radio button, this does mean the user can **only** access eWReports and not any functionality of eWiSACWIS. **'Exactly Like the existing worker'** is used when the worker should have the exact same access as another existing worker in your county. If you select this option, you are required to choose the worker they should be exactly like from 'Existing Workers' list. **'Other Security Requirements'** is used when a worker needs a brand new security group or should be like an existing worker, but also have more/less security. This option allows you to select an existing worker that the worker should be like and add information regarding the additional requirements, or just list the other requirements without selecting an existing worker. **'Existing Worker'** has a filter, used by typing in any letters or numbers. For example, you can search for 'supervisor' and it will filter all records where the worker, job class, or security group contains the word 'supervisor'. You can use the Esc or Delete keys to clear the filter. This is only enabled when 'Exactly Like' or 'Other Security Requirements' is selected.

ePass Daniel Dane Dane County

Queue Worker Help


eWiSACWIS Change Request - Rita Adair (6033902)

[Bottom](#) [Cancel](#)

Worker Information

Worker	Worker WAMS Info
Name: Rita Adair (6033902)	Name: Rita Adair
Email: ewuat25@dhfs.state.wi.us	Email: ewuat25@dhfs.state.wi.us
Work #: (608) 273-6342	User ID: ewuat25
Job Class: Social Worker	Account#: 2003050901010240
Login ID: ewuat25	
Security Group: All Purpose User Group(e)	Supervisor
Location: Dane - SMO	Name: Ronald Chance (6033950)
Worker Type: County	Email: ewuat15@dhfs.state.wi.us
Reports Access: View Only	Work #: (608) 242-6325

Security Information

Effective Date: 

Access Required: ☒ No change to security at this time

☐ eWReports Access Only

☐ Exactly like the existing worker (Selection of an existing worker is **required**)

☐ Other Security Requirements (Selection of an existing worker is **optional**)

Please specify other security requirements:

Existing Worker:

Worker	Job Class	Security Group
Alvin, Eric	Social Worker	Dane - Ongoing - CPS & JJ Staff(e)
Anderson, Paula	Social Worker	County Read Only - Read Only for all non-Milw.(e)
Ashby, Mary	Soc Svc Spec - Combined Offc	County Read Only - Read Only for all non-Milw.(e)
Backes, Eileen	Soc Wkr - Court Services	Dane - Ongoing 2 - Assignment no Intake(e)
Barber, Steven	Social Worker	County Read Only - Read Only for all non-Milw.(e)
Barge, Kristen	Social Worker	Dane - Ongoing - CPS & JJ Staff(e)
Barman-Paulson, Frances	Collctns Spclst - Parentl Sprt	Dane - Parental Support - IV-E Staff(e)
Bastean, Lori	Program Analyst	Dane - Security Delegate 2 - Lori Bastean w/ PEP Reports(e)
Baun, Kenneth	Supervisor - Data Systems	County Read Only - Read Only for all non-Milw.(e)
Beck, Kristine	Social Worker	Dane - Ongoing - CPS & JJ Staff(e)
Benner, Susan	Social Worker	Dane - Ongoing - CPS & JJ Staff(e)
Bergman, Ronnee	Social Worker	Dane - Ongoing - CPS & JJ Staff(e)
Bilansky, Jessica	Social Worker	Dane - Ongoing - CPS & JJ Staff(e)
Bishop, Melva	Social Service Specialist	County Read Only - Read Only for all non-Milw.(e)
Bisswurm, Jenny	Soc Wkr - OHC	Dane - Alt Care - Alt Care Staff(e)

Enter Effective Date or click on the icon to open a calendar

Selecting 'Exactly Like' requires you to select a worker from the 'Existing Worker' list

Define other security requirements here. Selection of an 'Existing worker' is optional

5. **‘Reports Access Information Authorizer’** is used if this person should be able to grant access to reports to other users in your county, select the ‘Yes’ radio button for Reports Access Authorizer.
6. Once you click the **Save request** button at the bottom of the page, the request may be ‘fast-tracked’ if certain requirements are met, otherwise the DCFS Security Liaison will review and process the request. If the Security Liaison requires more information, the request will be sent back to you with comments and you will receive an email alerting you that the request has been sent back to your queue. Once the request has been completed, an automated message will be sent to the County Security Delegate, the worker, and their supervisor confirming the completion.

The screenshot shows a web form titled 'Reports Access Information'. At the top, there is a section for 'Authorizer:' with two radio buttons: 'Yes' and 'No'. The 'No' button is selected. Below this is a 'Comment Log' section with a 'Request' field showing 'None' and a 'Comments:' field. There is an 'Add Request Comment:' label next to a text input area. At the bottom of the form are three buttons: 'Save request', 'Reset', and 'Cancel'. Two yellow callout boxes with black borders provide instructions. The first box, pointing to the 'No' radio button, says 'Choose ‘Yes’ only if this user should authorize who receives reports in your county'. The second box, pointing to the 'Add Request Comment:' text area and the 'Save request' button, says 'Add request comments (if any) and click ‘Save request’ to continue.'

Reports Access Information

Authorizer: ☐ Yes ☒ No

Comment Log

Request: None

Comments:

Add Request Comment:

Save request Reset Cancel

Choose ‘Yes’ only if this user should authorize who receives reports in your county

Add request comments (if any) and click ‘Save request’ to continue.